



County of Los Angeles  
**CHIEF EXECUTIVE OFFICE**

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WILLIAM T FUJIOKA  
Chief Executive Officer

June 10, 2008

\*The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Supervisors:

**DEPARTMENT OF PUBLIC SOCIAL SERVICES:  
RECOMMENDATION TO AWARD CONTRACTS TO APPLEONE EMPLOYMENT  
SERVICES; FUTURE PERSONNEL AGENCY dba TOP TEMPO; HELPMATES  
STAFFING SERVICES; JM TEMPORARY STAFFING; PARTNERS IN DIVERSITY;  
AND SELECT STAFFING TO PROVIDE TEMPORARY SECRETARIAL/CLERICAL  
SUPPORT SERVICES  
(ALL DISTRICTS AFFECTED) – (3 VOTES)**

**SUBJECT**

This service allows the Department of Public Social Services (DPSS) to request temporary personnel without the delay of hiring permanent staff. To ensure the timely completion of special projects, peak load, and emergency situations, DPSS has contracted for as-needed temporary secretarial and clerical support services for a number of years to meet our temporary and emergent staffing needs.

**IT IS RECOMMENDED THAT YOUR BOARD:**

Approve and instruct the Chair to sign the attached agreements between the County of Los Angeles and AppleOne Employment Services, Future Personnel Agency dba Top Tempo, HelpMates Staffing Services, JM Temporary Staffing, Partners in Diversity and Select Staffing, effective July 1, 2008, or one day after the Board of Supervisors' approval, whichever is later, through June 30, 2011, to provide temporary secretarial/clerical services at an estimated combined annual cost of \$500,000. The estimated maximum funding for the three-year contract is \$1,500,000.

Board of Supervisors  
GLORIA MOLINA  
First District

YVONNE B. BURKE  
Second District

ZEV YAROSLAVSKY  
Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

These agreements provide temporary and emergency secretarial and clerical support services on an as-needed basis. Currently, DPSS maintains five agreements for these services. All five are due to expire June 30, 2008. Of the five current contractors, three are recommended for new, three-year agreements. The remaining two agencies did not submit bids.

The contracts are non-Prop A because the services are temporary and intermittent in nature. Temporary secretarial/clerical support services agreements have provided a cost-effective way to handle emergency situations requiring the use of skilled clerical employees. These support services have been instrumental in the provision of services to several operations/offices such as Special Operations Section, Toy Loan and Volunteer Services, Appeals and State Hearing Section, Human Resources, and Medi-Cal Program Divisions.

The use of contract temporary staff is a cost-effective alternative to meet our intermittent personnel needs during peak load and emergency situations. Furthermore, the use of contracted staff allows us to manage emergencies and projects of short duration without the addition of permanent staff.

### **Implementation of Strategic Plan Goals**

These agreements are consistent with the principles of the Countywide Strategic Plan Goal 3: Organizational Effectiveness, by ensuring that service delivery systems are efficient, effective, and goal-oriented, and Goal 4: Fiscal Responsibility, by strengthening the County's fiscal capacity.

### **FISCAL IMPACT/FINANCING**

Need and available funding will determine use of these agreements. Hourly rates are firm and fixed, and do not provide for cost-of-living adjustments. The estimated combined contract amount for each year is \$500,000. Funding required for FY 2008-09 has been requested in the Department's proposed budget. Estimated maximum funding for the three-year term of the contract is \$1,500,000.

The contractors will be paid monthly in arrears for the actual provision of services. Most of the contractors' cost will be subvented by the State and federal government via the established claiming process. To the extent that these costs are claimed to California Work Opportunities and Responsibility for Kids (CalWORKs) and Food Stamps, there is no additional net County cost (NCC) since the County has already met the CalWORKs

Maintenance of Effort requirement. The share of costs associated with other programs, such as General Relief, results in an estimated NCC of \$45,000 annually. The NCC to support other programs has been included in the Department's FY 2008–09 budget request.

#### **FACT AND PROVISIONS/LEGAL REQUIREMENTS**

With your Board's approval, these agreements will provide for a contract term of three years, commencing July 1, 2008, or one day after Board approval, whichever is later, and ending June 30, 2011. The contractors will not be asked to perform services that will exceed the scope of work and contract term dates.

The County is authorized under California Government Code Section 31000.4 to obtain temporary help to assist the County during any peak load, temporary absence, or emergency, other than a labor dispute. Use of temporary help under this Section is limited to a period not to exceed 90 days for any single peak load, temporary absence, or emergency situation. These agreements comply with all of the requirements of the aforementioned Code, which is a mandatory prerequisite for the award of these contracts.

The requirements contained in the Director of Personnel's March 12, 1997, letter regarding personnel service agreements were met. One of these requirements directed consultation with the Chief Executive Office, Employee Relations Division. This requirement was met during the clearance process. We will work with Local 721 should any concerns be raised by the affected employee Unions.

These agreements contain a provision which requires the contractor to give first consideration for any temporary employment openings to qualified permanent County employees who are targeted for layoffs, or qualified former County employees who are on the re-employment list during the life of the agreement. Contractors will compare this list against positions requested through their agreements. We will work with the Department of Human Resources (DHR) and the contractors to ensure that all employees who may be laid off are given the opportunity to apply.

These agreements require contractors to give consideration for any employment openings to participants in the County's DPSS' Greater Avenues for Independence program or General Relief Opportunities for Work program who meet the contractors' minimum qualifications for the open positions. The award of these agreements will not result in unauthorized disclosure of confidential information and will be in full compliance with federal, State, and County regulations.

These agreements include: Federal Debarment, Contractor Responsibility, and Debarment Language.

Provisions for the County's Jury Service Program have been included in these agreements. The contractors are in compliance with the Jury Service Program.

The Safely Surrendered Baby Law provision included in these agreements requires the contractors to notify and provide a fact sheet to their employees regarding the Safely Surrendered Baby Law, its implementation in Los Angeles County, and where to safely surrender a baby.

These agreements require the contractors to comply with the Los Angeles County's Child Support Enforcement requirements.

The contract may be terminated for: 1) breach of warranty to maintain compliance with County's Child Support Compliance Program; 2) convenience; 3) default; 4) improper consideration; 5) insolvency; 6) non-adherence of County lobbyist ordinance; and 7) non-appropriation of funds.

The contract includes provisions for performance standards/outcome measures.

These agreements have been approved as to form by County Counsel and reviewed by DHR. They will not be utilized to replace County employees impacted by the program curtailments. DPSS will continue to work closely with employee Unions on these issues.

DPSS will centrally control all requests for temporary services to ensure projects meet the necessary criteria and to control costs.

### **CONTRACTING PROCESS**

The Invitation for Bids (IFBs) was advertised in the following newspapers, which include publications recommended by the Office of Affirmative Action Compliance: Los Angeles Times, Orange County Register, Small Business Exchange, Los Angeles Sentinel, La Opinion, Acton/Agua Dulce News, The Daily News, Copley Newspaper, Eastern Groups Publications, L.A. Watts Times, Korea Times, and Chinese Daily News. The solicitation was also posted on the L.A. County Doing Business With Us website.

Additionally, interest letters were mailed to 27 organizations listed in the Department's bidders list, as well as, other interested vendors. In response, six IFBs were requested and ten bids were received.

The Honorable Board of Supervisors  
June 10, 2008  
Page 5

AppleOne Employment Services, Future Personnel Agency dba Top Tempo, HelpMates Staffing Services, JM Temporary Staffing, Partners in Diversity and Select Staffing were the agencies with the lowest-priced, responsible, and responsive bids.

**IMPACT ON CURRENT SERVICES (OR PROJECTS)**

The execution of these agreements will not infringe on the role of the County in its relationship to its residents; and the County's ability to respond to emergencies will not be impaired. There is no change in risk exposure to the County.

The award of these agreements will not affect County personnel as this service is required on a part-time and intermittent, as-needed basis.

**CONCLUSION**

The Executive Officer, Board of Supervisors is requested to return one adopted stamped Board letter and three original signed copies of each agreement to DPSS.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'William T. Fujioka', with a stylized flourish at the end.

William T Fujioka  
Chief Executive Officer

WTF:SRH:MS  
GP:JAB:cvb

Attachments

- c County Counsel  
Executive Officer, Board of Supervisors  
Department of Public Social Services